

2022 CITIBANK SIGNUP – CITY OF RYE

This year's Citibank Signup will be held electronically on Eventbrite. Weeks will go on sale on July 13, 2020 at 10:00 a.m. and will be sold on a first-come, first-served basis. **The policies and procedures for the Citibank Sign have been clarified below. Please READ the following instructions in their entirety before proceeding:**

1. The sign is open to use by the City of Rye, Rye City School District, Rye Neck School District, or 501(c)(3) nonprofit organizations located within the City of Rye. The only organization outside of Rye that is grandfathered to be permitted to use the sign is the Carver Center, as it has used the sign for many years. For-profit organizations are not permitted to use the sign.
2. The purpose of the sign is solely reserved for philanthropic, service-based use within the Rye community.
3. Each organization that signs up for a week slot must provide the City Clerk with a copy of the organization's 501(c)(3) document showing registration within the City of Rye.
4. Each organization may sign up for up to three weeks per year on a first come, first served basis. The cost per week is determined in the City Council's annual Fees and Charges schedule.
5. Appropriate usage of the sign includes: advertising activities and events and collecting physical donated materials **(non-monetary)**. Organizations may not expressly solicit financial donations on their displayed sign. **Phrases such as "Donate Now," suggesting financial donations, will not be permitted on the sign.**
6. Each organization must email a photograph of its sign to the City Clerk at cityclerk@ryeny.gov five days prior to its assigned week.
7. It is the responsibility of each organization to coordinate with DPW staff to agree on a mutually convenient time for the organization to drop off the sign to Disbrow Park.